

Volunteer Application Form

Personal information provided on this form will be handled in a manner consistent with applicable Privacy Laws.

Section A

Full name:

Any previous name(s):

Date of Birth:

Gender: Male / Female

Home Address:

Length of time at current residence:

Phone: (Hm) (Mob)

Email:

If you have been living at your current address for less than one year, please note your previous address:

Length of time at this address:

Emergency contact: Name:

Relationship:

Phone: (Hm) (Wk)

(Mob)

Section B

How did you learn/hear about Big Brothers Big Sisters?

Have you previously applied to be a Big Brother or Big Sister? Yes / No

If yes, which year did you volunteer and with which agency?

Section C

Occupation (please circle): Employed Student Home Duties Unemployed Retired

Name of Employer:

Length of time with current employer:

Work Address:

Occupation:

Can we contact you at work? Yes / No

Telephone (Wk):

Would you be available for interviews during business hours? Yes / No

Please list previous employment (including positions held, name of employers and dates):

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Please list voluntary work (including position held, name of organisation and dates):

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Section D

What is your current relationship status?

Do you have any children? Yes / No

Number of children:

Ages of boys:

Ages of girls:

Section E

Volunteers may be matched with young people from a similar cultural and/or religious background.

Background (cultural/religious):

Languages spoken:

Section F

Volunteers are often required to collect and return a young person from their place of residence.

Do you have a current Driver's Licence? Yes / No

Driver's Licence number:..... Expiry date:.....
.....

Do you own or have access to a vehicle? Yes / No

Is your vehicle registered and in a roadworthy condition? Yes / No

Section G

Do you have any health conditions or disability which may impact upon your involvement in the program? Yes / No

If yes, please specify:

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Section H

Some laws prevent people from working with young people if they have certain criminal convictions. Big Brothers Big Sisters also seeks to protect the safety of young people by excluding applicants with certain criminal convictions.

1. Have you been arrested, charged or convicted of any criminal offence and/or have any charges pending? If yes, please specify:

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.....

2. Is there anyone a young person may have contact with whilst in your care who has been arrested, charged or convicted of any criminal offence and/or has any charges pending? If yes, please specify:

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.....

3. Do you consent to undertaking a National Criminal Record Check and Working with Children Check? Yes / No

If Yes, Place of birth:..... Date of birth:.....

NB. If you choose not to consent to such checks, Big Brothers Big Sisters will not be able to consider your application. Any offer of a voluntary placement will be subject to a satisfactory NCRC and WWCC.

Section I

Please name all clubs, groups or organisations to which you belong or are a member:

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Why do you want to become a Big Brother or Big Sister?

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What do you hope your friendship with a young person will achieve?

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Is your household, or other significant persons to you, supportive of you becoming a Big Brother/Sister? Yes / No

Please list some of your hobbies and interests which may be of interest to a young person:

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Section J

Do you sincerely feel you can meet the minimum commitment of one hour 3/4 times per month for 12 months? Yes / No

Are you anticipating any changes to your circumstances in the next year that may impact upon your match (e.g. marriage, moving residence, employment, children etc.)? Yes / No

If selected, do you agree to maintain regular contact with staff for support and supervision? Yes / No

Do you agree to participate in training? Yes / No

Do you agree to undertake a 100 Point Identity Check? Yes / No

Is there anything else that Big Brothers Big Sisters should know about you that would help us with assessing your application?

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Your Interests and Hobbies: (Please also include what you would enjoy doing with your Little).

1. Team Sports – (What do you play or watch, which teams?)

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2. Individual Sports – (e.g. swimming, rollerblading, surfing)

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3. Outdoor Activities – (e.g. fishing, camping, bush walking)

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4. Handicrafts – (e.g. model making, art, sewing, wood work)

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5. Reading – (e.g. books, mags)

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6. TV/Videos/Movies – (which shows, types?)

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7. Music - Active – (e.g. playing an instrument, singing)

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8. Music - Passive – (What type of music, favourite groups?)

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9. Passive Games – (e.g. cards, board games, computer games)

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10. Others – (e.g. cars, shopping, cooking, animals etc)

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Referee Nomination Form

Please name three referees; a current employer/supervisor (employment, voluntary work or study), a friend and a third person (someone who knows you well). Nominate referees who have known you for a minimum of 2 years, except for employer/supervisors who are required to have known you for a minimum of 12 months. Please advise us if you have any difficulty.

Except as otherwise required by law, all references are confidential.

1. Current Employer/Supervisor:

Name:.....

Address:

.....Postcode:.....

Phone: (Hm)..... (Wk).....

(Mob)..... Email:.....

How many years have you known this person?

2. Person of opposite sex:

Name:.....

Address:

.....Postcode:.....

Phone: (Hm)..... (Wk).....

(Mob)..... Email:.....

How many years have you known this person?

3. Character referee:

Name:.....

Address:

.....Postcode:.....

Phone: (Hm)..... (Wk).....

(Mob)..... Email:.....

How many years have you known this person?

4. Character Referee for a person aged between 12 & 17, if possible:

Name:.....

Address:

.....Postcode:.....

Phone: (Hm)..... (Wk).....

(Mob)..... Email:.....

How many years have you known this person?

Section K

Are you available to assist Big Brothers Big Sisters in other areas? Please tick.

- Fundraising
- Promotion/Publicity
- Volunteer Recruitment
- Administration
- Event Management
- Other (please specify)

Privacy Notice and Authorisation for Release of Personal Information

All personal information will be collected and handled by Big Brothers Big Sisters (BBBS) in accordance with our Privacy Policy. If you have not been provided with a copy of this policy, please ask for one.

I agree/I disagree (Please circle)

Collection

The personal information (including sensitive and health information) that is collected by BBBS is information necessary for its functions and activities. In particular, it is necessary to:

- Assess suitability
- Establish matches

- Promote health and safety
- Promote the best interests of the child; and
- Protect the longevity of matches.

BBBS may request disclosure of personal information during the application and selection process and from time to time during participation in the program. If you do not provide this information, we may not be able to process your application or you may be removed from the program.

Where you provide personal information about other people, you must ensure that those people are aware that this information is being collected and used by BBBS for its functions and activities.

I agree/I disagree *(Please circle)*

Disclosure

Generally, your personal information will be kept in the strictest confidence. However, relevant information will be released in limited circumstances where:

- a) disclosure is consistent with the primary purposes for which the information was collected;
- b) where you have provided your consent to the disclosure of such information; or
- c) where the law otherwise requires or authorises us to disclose that information.

For example, your personal information may be disclosed to parents and/or guardians with a direct responsibility for a Little Brother/Sister who has been pre-screened and is actively being considered for a match with you. Your name will be kept confidential until you are matched to a Little Brother/Sister.

We may also provide personal information about individuals to BBBS service providers or others who assist us in providing services, including (amongst others) legal or professional advisers, mail service providers, insurers, law enforcement agencies, welfare and community agencies, other BBBS Agencies, therapists, physicians or hospitals.

I agree/I disagree *(Please circle)*

Access

You may request access to your personal information by contacting BBBS.

Authorisation

- I acknowledge that it is necessary for BBBS to collect personal information about me in order to discharge its functions and activities.
- I undertake to co-operate with the collection of personal information during the selection process and, if I am accepted into the program, as required from time to time.
- I understand that I am required to inform BBBS of any changes to my circumstances during involvement in the program.
- I understand that a failure to disclose personal information may result in BBBS refusing to accept my application or removing me from the program.
- I hereby authorise any agencies, individuals or other entities such as (but not limited to) past or present employers, educational institutions, law enforcement agencies, social services, other BBBS Agencies and other such entities with which I have had contact, to release any

information about or relating to me and requested by BBBS which may be relevant to my involvement with BBBS.

- I agree that a photocopy of this authorisation is sufficient evidence of my consent to the release of any information about or relating to me to BBBS.

I agree/I disagree (Please circle)

Optional Consent for Evaluation and Research

From time to time, BBBS conducts research into its services, in order to improve and report on those services. Sometimes this research can be conducted using de-identified information, however on other occasions it is preferable for personal information to be used. By providing the consent below, you can contribute to improving the effectiveness of this research.

By circling "I agree" below, I agree to personal information (including sensitive and health information) held by BBBS about me being used and disclosed by BBBS and its research providers for the research purposes described above. I understand that research providers will be subject to confidentiality obligations and that my personal information will not be included in the published findings of that research without my further consent.

(Please circle) **I agree / I don't agree**

Name of applicant:

Signature of applicant:

Date: .../.../.....

Position Description for Volunteers

Title

Big Brother or Big Sister

Role

To provide mentoring and friendship to a young person aged between 7 and 17 years. Mentors commit to spending quality time with a young person; a minimum of one hour 3 to 4 times per month for a minimum of 12 months.

Responsibilities and Tasks

- To develop a mutually co-operative, supportive and fun friendship
- To act as a positive role model and encourage new experiences and opportunities
- To encourage a young person to reach their potential
- To respect a young person's dignity and right to privacy
- To maintain positive relationships with parent/guardians and respect their confidentiality/privacy
- To consider the safety of the young person and establish appropriate boundaries/limits for behaviour
- To maintain regular contact with the nominated Coordinator regarding the progress of the friendship
- To participate in ongoing training and volunteer support meetings

Qualifications

No formal qualifications are necessary

Selection Criteria

- Genuine interest in the well being of young people
- Ability to develop a friendship with a young person and act as a positive role model
- Good general health
- Minimum of 18 years of age
- Ability to meet the minimum requirements for contact
- Resident in designated region/s

- Access to a viable means of transport (public transport or car). Drivers are required to have a valid driver's licence, registered vehicle and minimum liability insurance as required by State law.
- Willingness to undergo the Big Brothers Big Sisters selection process including interviews, reference checks and a National Criminal Record Check and Working with Children Check. Any offer of a voluntary placement will be subject to satisfactory checks.